RURAL DEVELOPMENT

BUSINESS & INDUSTRY GUARANTEE PROGRAM

PREAPPLICATION

PLEASE TYPE:		FORWARD TO	State Director USDA, Rural Development 900 Technology Blvd, Suite B P.O. Box 850 Bozeman, MT 59771
	BUSIN	ESS INFORMATION	
BUSINESS NAMI	E:		
STREET ADDRE	SS:		
CITY:	COUNTY:	STATE:	ZIP:
IRS TAX #:		FISCAL YEAR	END:
TYPE OF APPLIC (EXAMPLE: CO	RPORATION)	CONTACT FOR BUSI	
NAME:	A	DDRESS:	
CITY:	STATE:	ZIP CODE:	PHONE:
	<u>LEND</u>	ER INFORMATION	
NAME:		ADDRESS:	
CITY:	STATE:	ZIP CODE:	PHONE:
IRS TAX #:	DE	SIGNATED CONTACT	`:
PROJECT INFOR	RMATION		
A NEW BRA	INESS VENTURE NCH FACILITY OF OWNERSHIP	DEBT REFI	N OF EXISTING FACILITY NANCING (ECIFY)

LOAN REQUEST BREAKDOWN		
A. LAND ACQUISITION/IMPROVEMENT	\$	
B. REAL ESTATE CONSTRUCTION/ACQU	JISITION \$	
C. MACHINERY – EQUIPMENT – F&F PU		
D. DEBT REFINANCING		\$
E. WORKING CAPITAL	\$	
F. CONTINGENCIES		
G. OTHER (SPECIFY)		
TOTAL	\$	
% OF GUARANTEE REQUESTED		%
RATES & TERMS		
<u>AMOUNT</u> <u>YEARS</u>	* <u>INTEREST</u>	ANNUAL P& <u>PAYMENTS</u>
\$		\$
\$		\$
\$		\$
		Ψ
*If variable rate, insert base rate plus points, f	followed by "V".	
RATE IS BASED ON		
A. PROVIDE INFORMATION ON CURREN NUMBER OF JOBS THAT WILL BE CR		
CURRENT NUMBER OF EMPLOYEES		
JOBS TO BE CREATED		PART-TIME
AVERAGE WAGE	\$	/HOUR
B. GIVE A BRIEF HISTORY OF THE BUSINEW OR EXPANDED OFRATIONS.	INESS AND/OR DE	ESCRIPTION OF THE

C.		HAT ARE/OR WILL BE THE PRODUCTS AND/OR SERVICES PROVIDED AND IE AVAILABILITY OF RAW MATERIALS AND SUPPLIES?
D.	DE	SCRIBE YOUR MARKET AND CURRENT TRENDS IN THE INDUSTRY.
Е.	(CI	THERE ANY PENDING, ANTICIPATED OR FINAL REGULATORY OR LEGAL IVIL OR CRIMINAL) LITIGATION INVOLVING THE BUSINESS, INCIPALS, OFFICERS OR SHAREHOLDERS? YESNO YES, THEN GIVE DETAILS:
	<u>AT</u>	TACH THE FOLLOWING INFORMATION:
	1.	If a corporation, partnership, or cooperative. Please provide organizational documents.
	2.	Give names of proprietor(s), partners, or if the business is a corporation, all officers, directors and persons holding 20% or more of the stock. Resumes of key personnel should also be attached.
	3.	If an existing business, include balance sheets and income statements for the three most recent years for the borrower, and any parent affiliates and subsidiaries. Full audit reports should be provided if available.
	4.	If an existing business, include a current balance sheet and income statement that is less than 90 days old.
	5.	For new and existing businesses, provide a pro-forma balance sheet for the first day of operations including the requested financing.
	6.	For new and existing businesses, provide estimated sales and net income figures for the next three years.

7. Form 4279-2 (enclosed) to be completed by the applicant if the proposed loan is more than \$1 million and will increase employment by more than 50 employees.

8. Preliminary Business Plan (MT Instruction 4279-B, Exhibit B).

9. Cover letter signed by the lender.	
PLEASE NOTE: ADDITIONAL INFORMATION THE PREAPPICATION REVIEW.	ON MAY BE REQUIRED PRIOR TO
SIGNATURES REQUIRED:	
BORROWER	DATE
LENDER	DATE

PRELIMINARY BUSINESS PLAN

Name of Business:
Name of Owners:
Address/Telephone:
Amount of Financing:
Purpose of Financing:
BUSINESS HISTORY:
MARKETING PLAN:
MANAGEMENT;

1. BUSINESS HISTORY

- A. Type of business (proprietor, partnership, corporation): when it was started.
- B. Describe the business and the product or service it sells.

2. MARKETING PLAN

- A. Describe your existing and/or potential customers.
- B. Describe your competition and why your business will survive in light of the competition.
- C. Describe what difference this loan will make to your business. (Will it replace or purchase equipment to make your business more productive? Add employees?)

3. MANAGEMENT

- A. Describe the qualifications of the management team.
- B. Describe the employees you will need; the availability of trained or trainable labor.
- C. Describe your financial record keeping system.
- D. Discuss any license, permits, or regulations that affect your business.